

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** June 17, 2013

**TO:** Michael Mayo, Sr., Chairperson, Transportation, and Public Works & Transit Committee

**FROM:** Brian Dranzik, Director, Department of Transportation

**SUBJECT:** Informational Report Regarding a Feasibility Study to Create Lower-cost Subsidized Passes for Low-income Riders and Summer-long Youth Passes for Teens

**POLICY**

In November 2012, the County Board of Supervisors adopted budget amendment 1A 059, which directed the Milwaukee County Transit System (MCTS) to conduct a feasibility study on creating partnerships with businesses with the intent of creating a lower cost subsidized pass for low-income working people. MCTS was also directed to study the feasibility of creating a summer long youth pass for teens who are employed and/or seeking employment. This is a follow up to the report that was presented at the March, 2013 Transportation, Public Works and Transit Committee (TPW&T).

**BACKGROUND**

At the March TPW&T Committee Meeting, MCTS was requested by Supervisors Patricia Jursik and David Bowen to provide information on the following topics:

**DISCOUNTED PASSES FOR SOCIAL AGENCIES**

In response to this request, additional information was gathered to analyze what agencies in our community provide low income adults/teens with free or reduced rate bus fare (see attached Figure 1). A total of 24 Milwaukee area social agencies were contacted and surveyed as to the type of services they provide and if they provide bus passes/tickets to their clients. Nineteen agencies responded.

The information gathered from these agencies indicated:

- Sixteen of the responding agencies provided employment programs ie training, job seeking skills and employment leads;
- Distribution of bus fare (mostly tickets) is provided to clients who are seeking employment and actively involved in an employment program;
- Agencies do not distribute bus fare based solely on low income level.

## **COLLABORATIVE TRANSIT PASS PILOT PROGRAM OPTIONS**

In May 2013, MCTS representatives Jacqueline Janz, Steve Lautenschlager and Jennifer Bradley met with Linda Stewart and Cavalier Johnson from the Milwaukee Area Workforce Investment Board (MAWIB) and Milwaukee County Supervisors David Bowen, Khalif Rainey and Russell Stamper II. MAWIB is a public/private partnership between government and business that plans, administers and coordinates employment and training programs for adults and youths in Milwaukee County. The meeting focused on exploring a possible collaboration on a pilot transit pass program. Below are two options that were identified, keeping in mind that further discussions with MAWIB need to occur following their internal review.

### **Option 1: Discounted Pass for Low-Income Working Adults**

- MAWIB would enroll in the MCTS Commuter Value Pass (CVP) program and administer it on behalf of the 1,400 low-income adult employees in their program. The CVP is an unlimited use bus pass with a cost of \$67 per month. Billed on a quarterly basis, cost for 1,400 CVP passes would be \$281,400 per quarter. MAWIB would have the flexibility to determine the portion of cost contribution by employees.

### **Option 2: Summer Youth Passes**

- The group discussed providing a discounted bus pass for youth enrolled in the MAWIB summer employment program. The bus pass would be valid for unlimited rides on regular MCTS bus service. MAWIB employs approximately 1,200 youth in the summer jobs program. It was suggested that the MCTS monthly pass, \$64 per month, would be the best value. For the two month program, two passes per participant (1,200) would cost \$153,600. MAWIB would have the flexibility to determine the portion of cost contribution by program participants.

## **RECOMMENDATION**

These recommendations are contingent upon further discussions with MAWIB and determining a source(s) of funding.

- MCTS recommends pursuing the CVP option provided MAWIB is willing to administer the program to the 1,400 low income employees they identified at the May meeting.
- MCTS recommends development of a pilot program to provide monthly passes for the MAWIB summer youth employment program in 2014.

Prepared by:       Mike Giugno, Managing Director, MCTS  
                          Jacqueline Janz, Chief Marketing & Communications Officer, MCTS

Approved by:

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Brian Dranzik  
Director, Department of Transportation

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Mike Giugno,  
Managing Director, MCTS

cc: Chris Abele, Milwaukee County Executive  
     Marina Dimitrijevic, Chairwoman, County Board of Supervisors  
     Kelly Bablitch, Chief of Staff, County Board of Supervisors  
     Amber Moreen, Chief of Staff, Milwaukee County Executive Office  
     John Zapfel, Deputy Chief of Staff, Milwaukee County Executive Office  
     Don Tyler, Director, Department of Administrative Services  
     Josh Fudge, Interim Fiscal and Budget Administrator, Department of Administrative Services  
     Antionette Thomas-Bailey, Fiscal and Budget Analyst, Department of Administrative Services

**Figure 1:**

Agency	Contact	Title	Phone	Provide Employ Programs?	Bus Tickets?	Programs for Youth?	W-2 Program?
Maximus	left message		760-6060	Yes	Yes		Yes
UMOS	left message		389-6000	Yes	Yes		Yes
YWCA	Katina Prescott	Manager of Finance	267-3327	Yes	Yes	Limited	Yes
The Guest House	Eric Koepnick	Volunteer Coordinator	345-3240	Yes	Yes	No	No
Transcenter for Youth	Lynn Klipstine	Co-Director	672-1237	Yes	Yes	No	No
St. Charles	Mike Wisniewski	Acctng Manager	476-3710	Yes	Yes	Yes	No
LaCausa	Jim Feagles	Supervisor	902-1506	Yes	Yes		Yes
Boys & Girls Club of Milw	Lois Krauss	Accts Payable Specialist	267-8100	Yes	No	Yes	Yes
Outreach	Priscilla Grabosch	Executive Administrator	301-3033				
Center for Vetrans Issues	Linda Horn	Director	345-4251	Yes	Yes	No	No
The Cathedral Center	Diana Pine	Adm Assistant	831-0394	No	Yes	No	No
Spotted Eagle	Carrie McGhee	Executive Director	342-0700	Yes	Yes	Yes	No
Lutheran Social Services	Linda Cole	Director	262-549-6123	Yes	Yes	No	No
Hope House	Toni Coria	Case Manager	645-2122 389-3832	No	Yes	Yes	No
Social Development Commission	Madelene Amos	Center Director	385-0841				
Milwaukee Job Corps	Mark Majeski	Manager of Finance	616-5752	Yes	Yes	Yes	
Community Advocates	Dan McBee	Operations Manager	449-4777 ext 6933				
Salvation Army	Faithe Colas	Comm Relations Director	302-4300 ext 2248	Yes	Yes	Yes	Yes
West End Community Center	#disconnected	#disconnected	933-2080				
ESHAC	*	*	*	*	*	*	*
Northcott Neighborhood House	JoAnn Erin	Director	372-3770	Yes	Yes	Yes	Yes
Neighborhood House	Dante Merriweather	Lead Teacher	933-6161	Yes	Yes	Yes	Yes
Next Door Foundation	Craig Becker	Director	562-2929	Yes	Yes	No	Yes
Safe & Sound	Barbara Notestein	Director	220-4798	No	Yes	No	No

COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION

**DATE:** June 10, 2013

**TO:** Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors  
Supervisor Michael Mayo, Sr., Chairman, Transportation, Public Works and Transit Committee

**FROM:** Brian Dranzik, Director, Department of Transportation

**SUBJECT:** **NEW AGREEMENT WITH BMO HARRIS BANK N.A. AT GENERAL MITCHELL INTERNATIONAL AIRPORT**

**POLICY**

County Board approval is required to enter into concession agreements at General Mitchell International Airport (GMIA).

**BACKGROUND**

Bids were solicited for the operation of a bank concession at GMIA under Official Notice No. 6826. Bid specifications require that the successful bidder pay to the County \$1.00 per ATM transaction drawn on a bank other than the concessionaire's bank, and a monthly rental for the space as offered by the bidder.

One (1) bid was received from BMO Harris Bank N.A.

**RECOMMENDATIONS**

Airport staff recommends that Milwaukee County accept the bid from BMO Harris Bank N.A. submitted under Official Notice No. 6826 and enter into an agreement that includes the following terms and conditions contained in the Official Notice bid package:

1. The agreement will be for a term of three (3) years, effective October 1, 2013 through September 30, 2016 with County and Operator having options to renew the agreement for two (2) additional terms of one (1) year each, with mutual consent of both parties, upon the same terms and conditions, except for Rental and Fees that are subject to negotiation.
2. Rental for the 577 square feet of space leased in the Terminal Building shall be at the rate of \$27.74 per square foot per annum, for an annual rental of \$16,005.98 per year.
3. BMO Harris Bank shall pay One Dollar for each ATM transaction that is not transacted by BMO Harris Bank's account holders.

**FISCAL NOTE**

Revenue to the Airport is estimated to be approximately \$50,000 during the first year of operation.

Chairwoman Marina Dimitrijevic  
Supervisor Michael Mayo, Sr.  
June 10, 2013  
Page 2

Prepared by: Kathy Nelson, Airport Properties Manager

Approved by:

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Brian Dranzik, Director,  
Department of Transportation

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C. Barry Bateman  
Airport Director

H:\Private\Clerk Typist\Aa01\TPW&T 13\07 - July 13\REPORT - New Agreement with BMO Harris Bank.doc

(ITEM) From the Director, Department of Transportation, requesting authorization to enter into a new agreement with BMO Harris Bank N.A. at General Mitchell International Airport (GMIA) by recommending the adoption of the following.

### **A RESOLUTION**

WHEREAS, bids were solicited for the operation of a bank concession at GMIA under Official Notice No. 6826; and

WHEREAS, one (1) bid was received from BMO Harris Bank N.A;  
and

WHEREAS, the Transportation, Public Works and Transit Committee, at its meeting on July 10, 2013, recommended approval (vote ) that Milwaukee County accept the bid from BMO Harris Bank N.A. submitted under Official Notice No. 6826 and enter into a new concession agreement with BMO Harris Bank N.A., now, therefore,

BE IT RESOLVED, that the Director, Department of Transportation and the County Clerk are hereby authorized to enter into a new concession agreement with BMO Harris Bank N.A. that includes the following terms and conditions contained in the Official Notice bid package:

1. The agreement will be for a term of three (2) years, effective October 1, 2013 through September 30, 2016 with County and Operator having options to renew the agreement for two (2) additional terms of one (1) year each, with mutual consent of both parties, upon the same terms and conditions, except for Rental and Fees that are subject to negotiation.
2. Rental for the 577 square feet of space leased in the Terminal Building shall be at the rate of \$27.74 per square foot per annum, for an annual rental of \$16,005.98 per year.
3. BMO Harris Bank shall pay One Dollar for each ATM transaction that is not transacted by BMO Harris Bank's account holders.

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 6/10/13

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** NEW AGREEMENT WITH BMO HARRIS BANK N.A

**FISCAL EFFECT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input type="checkbox"/> Existing Staff Time Required<br><input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input type="checkbox"/> Use of contingent funds |
|---|--|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	12,500	50,000
	Revenue	12,500	50,000
	Net Cost	0	0
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		



## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

BMO Harris Bank guarantees \$16,000 in space rental. An additional \$4,167 in ATM revenue to the Airport is estimated.

Department/Prepared By Kathy Nelson, Airport Properties Manager

Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review? ☐ Yes ☒ No

Did CBDP Review?<sup>2</sup> ☒ Yes ☐ No ☐ Not Required

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** June 10, 2013

**TO:** Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors  
Supervisor Michael Mayo, Sr., Chairman, Transportation, Public Works and Transit Committee

**FROM:** Brian Dranzik, Director, Department of Transportation

**SUBJECT:** **PARKING RATE INCREASE AT GENERAL MITCHELL INTERNATIONAL  
AIRPORT EFFECTIVE JANUARY 1, 2014**

**POLICY**

Parking Rate increases at General Mitchell International Airport require County Board approval.

**BACKGROUND**

*Current parking rates at GMIA are:*

**Parking Structure**

Hourly

Max per 24 Hours: \$22.00

Daily

Max per 24 Hours: \$12.00

**Surface Lot**

Max per 24 Hours: \$13.00

**SuperSaver (Remote Lots A & B)**

Max per 24 Hours: \$6.00

At the County Board meeting of July 12, 2006, the Board authorized the Supersaver (Remote Lots A & B) Daily Rate (Max per 24 Hours) to increase to \$8.00.

Because of the reduced number of passengers caused by the Frontier de-hubbing and the merger and consolidations of the airlines, the amount of non-airline revenue has also been impacted. In order to help maintain competitive airline rates and charges, Airport Staff recommends an increase in the parking rates to augment non-airline revenues.

Attached is an exhibit showing parking rates at other airports similar in size to MKE, or in the Midwest region.

The County Board's last approval for parking rate increases was on July 12, 2006.

**RECOMMENDATION**

Airport Staff recommends a parking rate increase of \$0.50 per day to the Daily Rate (Max 24 Hours) for all lots, effective January 1, 2014.

	<b>Current 2013</b>	<b>Proposed January 1, 2014</b>
<b>Hourly Garage</b> (short term)	\$22.00	\$22.50
<b>Daily Garage</b> (long term)	\$12.00	\$12.50
<b>Surface</b>	\$13.00	\$13.50
<b>Remote</b> (Lots A and B)	\$6.00	\$6.50

**FISCAL NOTE**

Airport parking revenue is estimated to increase approximately \$2,600,000 in 2014.

Prepared by: Barry Bateman, Airport Director

Approved by:

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Brian Dranzik, Director,  
Department of Transportation

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C. Barry Bateman  
Airport Director

Supervisor Marina Dimitrijevic, Chairwoman  
Supervisor Michael Mayo, Sr.  
June 10, 2013  
Page 3

**EXHIBIT**

## PARKING RATES

<b>Airport</b>	<b>Code</b>	<b>Short Term</b>	<b>Long Term</b>	<b>Economy</b>	<b>Surface</b>
		<i>Hourly</i>	<i>Daily</i>	<i>Remote</i>	
Austin-Bergstrom International Airport	AUS	\$22.00	-	\$7.00	\$11.00
Austin-Straubel International Airport	GRB	\$16.00	\$7.00	-	-
Chicago Midway International Airport	MDW	\$53.00	\$31.00	\$14.00	-
Cincinnati/Northern Kentucky International Airport	CVG	\$15.00	-	\$8.00	-
Cleveland Hopkins International Airport	CLE	\$14.00	\$10.00	\$8.00	-
Dane County Regional Airport	MSN	\$10.00	\$10.00	\$6.00	\$8.00
Dayton International Airport	DAY	\$15.00	\$12.00	\$6.00	-
Des Moines International Airport	DSM	\$24.00	\$12.00	\$5.00 - \$9.00	-
Detroit Metro Wayne County Airport	DTW	\$25.00	\$10.00-\$20.00	-	\$8.00
<b>General Mitchell International Airport</b>	<b>MKE</b>	<b>\$22.00</b>	<b>\$12.00</b>	<b>\$6.00</b>	<b>\$13.00</b>
Lambert-St. Louis International Airport	STL	\$23.00	-	\$7.00 - \$15.00	-
Minneapolis/St. Paul International Airport	MSP	\$36.00	\$16.00-\$22.00	\$16.00	-
Nashville International Airport	BNA	\$19.00	\$9.00	\$9.00	
O'Hare International Airport	ORD	\$53.00	\$33.00	\$9.00 - \$19.00	-
Pittsburgh International Airport	PIT	\$24.00	\$13.00	\$8.00	-
Port Columbus International Airport	CMH	\$27.00	\$17.00	\$4, \$7, \$8	-
San Antonio International Airport	SAT	\$24.00	\$10.00		-

<b>Proposed MKE Rates:</b>	<b>\$22.50</b>	<b>\$12.50</b>	<b>\$6.50</b>	<b>\$13.50</b>
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(ITEM) From the Director, Department of Transportation, and the Airport Director, requesting authorization to increase the parking rate at General Mitchell International Airport, effective January 1, 2014.

### **A RESOLUTION**

WHEREAS, current parking rates at General Mitchell International Airport are:

#### **Parking Structure**

Hourly

Max per 24 Hours: \$22.00

Daily

Max per 24 Hours: \$12.00

#### **Surface Lot**

Max per 24 Hours: \$13.00

#### **SuperSaver (Remote Lots A & B)**

Max per 24 Hours: \$6.00; and

WHEREAS, because of the reduced number of passengers caused by the Frontier de-hubbing and the merger and consolidations of the airlines, the amount of non-airline revenue has also been impacted; and

WHEREAS, in order to help maintain competitive airline rates and charges, Airport Staff recommends a parking rate increase of \$0.50 per day to the Daily Rate (Max 24 Hours) for all lots, effective January 1, 2014, now, therefore,

BE IT RESOLVED, that the Director, Department of Transportation, is authorized to approve the increase in parking rates, \$0.50 per day in all lots, at General Mitchell International Airport.

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 6/10/13

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT: PARKING RATE INCREASE AT GENERAL MITCHELL INTERNATIONAL AIRPORT EFFECTIVE JANUARY 4, 2014**

### FISCAL EFFECT:

- ☒ No Direct County Fiscal Impact ☐ Increase Capital Expenditures
- ☐ Existing Staff Time Required ☐ Decrease Capital Expenditures
- ☐ Increase Operating Expenditures (If checked, check one of two boxes below) ☐ Increase Capital Revenues
- ☐ Absorbed Within Agency's Budget ☐ Decrease Capital Revenues
- ☐ Not Absorbed Within Agency's Budget
- ☐ Decrease Operating Expenditures ☐ Use of contingent funds
- ☒ Increase Operating Revenues
- ☐ Decrease Operating Revenues

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure		
	Revenue		2,600,000
	Net Cost		
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Airport parking revenue is estimated to increase approximately \$2,600,000 in 2014.

Department/Prepared By    Barry Bateman, Airport Director

Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review?    ☐ Yes    ☒ No

Did CBDP Review?<sup>2</sup>    ☐ Yes    ☐ No    ☒ Not Required

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** June 17, 2013

**TO:** Supervisor Marina Dimitrijevic, Chairperson, County Board of Supervisors  
Supervisor Michael Mayo, Sr., Chairperson, Transportation, Public Works & Transit Committee

**FROM:** Brian Dranzik, Director, Department of Transportation

**SUBJECT:** **LEASE AMENDMENT BETWEEN MILWAUKEE COUNTY AND THE  
TRANSPORTATION SECURITY ADMINISTRATION FOR SPACE IN THE  
ADMINISTRATION BUILDING AT GENERAL MITCHELL INTERNATIONAL  
AIRPORT**

**POLICY**

Amendments to base lease agreements require approval from the Milwaukee County Board of Supervisors.

**BACKGROUND**

On July 29, 2009, Milwaukee County entered into an agreement (Airport No. GA-1970) with the Federal Government for the lease of 2,633 rentable square feet of office and related space located in General Mitchell International Airport for a term of ten years beginning July 1, 2007, and ending June 30, 2017. The space is managed through the General Services Administration (GSA) on behalf of the Transportation Security Administration (TSA) and provides lower level administrative support space for the TSA.

On January 3, 2013, Airport staff received a request from GSA to lease approximately 1,500 additional square feet of space in order to provide further administrative and training support for TSA functions.

Airport staff and GSA staff clarified several requirements during the ensuing months, and GSA submitted a proposed amendment on May 31, 2013, for consideration by Milwaukee County, effective on or about January 1, 2014. Requirements of the amendment include:

1. The lease of an additional 1,551 square feet of space resulting in additional rent of \$46,530 per year for the remainder of the lease expiring on June 30, 2017.
2. The construction of certain tenant improvements.
3. An agreement to reimburse Milwaukee County for the tenant improvements not-to-exceed \$73,936.17.

**RECOMMENDATIONS**

Airport staff recommends that the Director, Department of Transportation, and the County Clerk be authorized to enter into Lease Amendment No. 1 to Airport Agreement No. GA-1970 for the additional lease of 1,551 square feet administrative support space inclusive of the following:

1. The lease of an additional 1,551 square feet of space resulting in additional rent of



- \$46,530 per year for the remainder of the lease expiring on June 30, 2017.
2. The construction of certain tenant improvements.
  3. An agreement to reimburse Milwaukee County for the tenant improvements not-to-exceed \$73,936.17.

**FISCAL NOTE**

Approval of this supplemental agreement would provide GMIA with additional rental income of approximately \$46,530 per year.

Prepared by: Steven A Wright, A.A.E., Airport Properties Manager

Approved by:

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Brian Dranzik, Director  
Department of Transportation

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C. Barry Bateman  
Airport Director

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(Item ) From the Director, Department of Transportation, requesting authorization to amend the lease agreement between Milwaukee County and the Transportation Security Administration for space in the Administration Building at General Mitchell International Airport by recommending adoption of the following:

## RESOLUTION

WHEREAS, on July 29, 2009, Milwaukee County entered into an agreement (Airport No. GA-1970) with the Federal Government for the lease of 2,633 rentable square feet of office and related space located in General Mitchell International Airport for a term of ten years beginning July 1, 2007, and ending June 30, 2017; and

WHEREAS, the space is managed through the General Services Administration (GSA) on behalf of the Transportation Security Administration (TSA) and provides lower level administrative support space for the TSA; and

WHEREAS, on January 3, 2013, Airport staff received a request from GSA to lease approximately 1,500 additional square feet of space in order to provide further administrative and training support for TSA functions; and

WHEREAS, Airport staff and GSA staff clarified several requirements during the ensuing months, and GSA submitted a proposed amendment on May 31, 2013, for consideration by Milwaukee County, effective on or about January 1, 2014; and

WHEREAS, requirements of the amendment include:

1. the lease of an additional 1,551 square feet of space resulting in additional rent of \$46,530 per year for the remainder of the lease expiring on June 30, 2017,
2. the construction of certain tenant improvements,
3. an agreement to reimburse Milwaukee County for the tenant improvements not-to-exceed \$73,936.17; and

WHEREAS, the Transportation, Public Works and Transit Committee, at its meeting on July 10, 2013, recommended approval (vote ) of the lease amendment between Milwaukee County and the Transportation Security Administration for additional space in the Administration Building at General Mitchell International Airport; now, therefore,

BE IT RESOLVED, that the Director, Department of Transportation, and the County Clerk are hereby authorized to enter into Lease Amendment No. 1 to Airport

47 Agreement No. GA-1970 with the Transportation Security Administration for the  
48 additional lease of 1,551 square feet administrative support space inclusive of the  
49 following:  
50

- 51 1. The lease of an additional 1,551 square feet of space resulting in additional  
52 rent of \$46,530 per year for the remainder of the lease expiring on June 30,  
53 2017.  
54
- 55 2. The construction of certain tenant improvements.  
56
- 57 3. An agreement to reimburse Milwaukee County for the tenant improvements  
58 not-to-exceed \$73,936.17.  
59

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## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 6/17/13

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT: LEASE AMENDMENT BETWEEN MILWAUKEE COUNTY AND THE  
TRANSPORTATION SECURITY ADMINISTRATION FOR SPACE IN THE ADMINISTRATION  
BUILDING AT GENERAL MITCHELL INTERNATIONAL AIRPORT**

### FISCAL EFFECT:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		46,530
	Revenue		46,530
	Net Cost		0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Approval of this supplemental agreement would provide GMIA with additional rental income of approximately \$46,530 per year.

Department/Prepared By Steven A. Wright, A.A.E.

Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review? ☐ Yes ☒ No

Did CBDP Review?<sup>2</sup> ☐ Yes ☐ No ☒ Not Required

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

**COUNTY OF MILWAUKEE****INTER-OFFICE COMMUNICATION**

Date: June 24, 2013

To: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

From: Gary Waszak, Facilities Management Division, Department of Administrative Services

**Subject: Wauwatosa Request for Right of Way for Pedestrian Bridge – Action Item**

**ISSUE**

The Department of Administrative Services, Facilities Management Division (DAS-FM) respectfully requests authorization to dedicate land to the City of Wauwatosa for the construction of a pedestrian bridge.

**BACKGROUND**

The Wisconsin Department of Transportation (WisDOT) designs for an improved Watertown Plank Road include widening the road and improving free flow traffic conditions to and from the reconstructed U.S. 45 interchange at Watertown Plank Road.

Ronald McDonald House has requested that the WisDOT provide a safe pedestrian crossing to Children's Hospital for patients and their families. As a result, Ronald McDonald House and Children's Hospital have been working with WisDOT, the City of Wauwatosa ("City") and Milwaukee County ("County") staff to consider a safer pedestrian crossing. Specifically, they have requested a pedestrian bridge over Watertown Plank Road. In order to maintain free flow traffic and increase pedestrian access and safety, WisDOT has agreed to construct the bridge at its cost, and the City has agreed to maintain it. Without the bridge, pedestrian traffic would have to cross Watertown Plank Road at 92nd Street or at 87th Street, three blocks and two blocks away, respectively. These are less direct routes and are not as safe. The proposed bridge will tie into the current skywalk at Children's Hospital's parking structure and main hospital building.

The County leases the land to Ronald McDonald House on the north side and Children's Hospital on the south side of Watertown Plank Road where the proposed pedestrian bridge towers will be constructed. The City will provide all maintenance and upkeep of the bridge and the land under the towers provided the land is dedicated to them by the County. The County would not be responsible for any maintenance costs of the bridge.

DAS Facilities Management is requesting the dedication of this property to the City for the purpose of constructing the pedestrian bridge over Watertown Plank Road and consists of 10,576 sq. ft. to the north and 9,996 sq. ft. to the south. The land extends 5 ft. off of the physical footprint of the bridge structure and would be an extension of the existing right of way. The dedication of these small parcels of land will not encumber or limit future development of the surrounding property.

#### RECOMMENDATION

The Interim Director of DAS-FM respectfully requests authorization to dedicate land from Milwaukee County to the City of Wauwatosa.

Prepared and Recommended by:

Gary Waszak  
Facilities Management Division  
Dept. of Administrative Services

Attachments: Exhibit A - Proposed Right of Way  
Exhibit B – Legal Description

cc: Chris Abele, County Executive  
Supervisor Jim Luigi Schmitt, District 6  
Kimberly Walker, Corporation Counsel  
Don Tyler, Director, Department of Administrative Services (DAS)  
Pam Bryant, Office of the Comptroller  
Greg High, Director, AE&ES (DAS-FM)

(ITEM NO. ) A resolution to , recommending adoption of the following:

## A RESOLUTION

WHEREAS, The Wisconsin Department of Transportation (WisDOT) designs for an improved Watertown Plank Road include widening the road and improving free flow traffic conditions to and from the reconstructed U.S. 45 interchange at Watertown Plank Road.; and

WHEREAS, Ronald McDonald House has requested that the WisDOT provide a safe pedestrian crossing to Children's Hospital for patients and their families. As a result, Ronald McDonald House and Children's Hospital have been working with WisDOT, the City of Wauwatosa ("City") and Milwaukee County ("County") staff to consider a safer pedestrian crossing. Specifically, they have requested a pedestrian bridge over Watertown Plank Road. In order to maintain free flow traffic and increase pedestrian access and safety, WisDOT has agreed to construct the bridge at its cost, and the City has agreed to maintain it. Without the bridge, pedestrian traffic would have to cross Watertown Plank Road at 92nd Street or at 87th Street, three blocks and two blocks away, respectively. These are less direct routes and are not as safe. The proposed bridge will tie into the current skywalk at Children's Hospital's parking structure and main hospital building; and

WHEREAS, The County leases the land to Ronald McDonald House on the north side and Children's Hospital on the south side of Watertown Plank Road where the proposed pedestrian bridge towers will be constructed. The City will provide all maintenance and upkeep of the bridge and the land under the towers provided the land is dedicated to them by the County. The County would not be responsible for any maintenance costs of the bridge; and

WHEREAS, DAS Facilities Management is requesting the dedication of this property to the City for the purpose of constructing the pedestrian bridge over Watertown Plank Road and consists of 10,576 sq. ft. to the north and 9,996 sq. ft. to the south. The land extends 5 ft. off of the physical footprint of the bridge structure and would be an extension of the existing right of way. The dedication of these small parcels of land will not encumber or limit future development of the surrounding property; and

; now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby approves the dedication of land from Milwaukee County to the City of Wauwatosa for the construction of a pedestrian bridge over Watertown Plank Road.



## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** June 14, 2013

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** Wauwatosa Request for Right of Way for Pedestrian Bridge

### FISCAL EFFECT:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue	\$0	\$0
	Net Cost		
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

- A. If the conveyance is granted, the state will proceed with construction of the pedestrian bridge and upon completion transfer ownership to the City of Wauwatosa.
- B. There will be no cost for the approximately 20,572 sq. ft. of land.
- C. There are no budgetary impacts for this or any future years. All short term and long term maintenance and repair cost will be the responsibility of Wauwatosa
- D. The given area of 20,572 sq. ft. is an approximation.

Department/Prepared by : Gary Waszak, Interim Director DAS-FM

Approved by: \_\_\_\_\_

Did DAS-Fiscal Staff Review? ☐ Yes ☒ No ☐

Did CDBP Review?<sup>2</sup> ☐ Yes ☐ No ☐ Not Required ☒

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

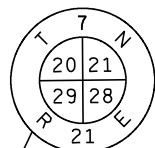
## LEGAL DESCRIPTION

That part of the Northwest 1/4 of the Northwest 1/4 of Section 28, Town 7 North, Range 21 East, in the City of Wauwatosa, Milwaukee County, State of Wisconsin, described as follows:

Commencing at the Northwest corner of said Northwest 1/4 of Section 28; thence North 87°51'11" East along the north line of said Northwest 1/4, 1263.71 feet to the north line of Watertown Plank Road and a point on a curve; thence 80.90 feet along said north line and along the arc of a curve to the left, having a radius of 1465.50 feet, the chord of which is South 76°50'24" West 80.90 feet; thence South 75°15'30" West along said line, 201.74 feet to the point of beginning; thence continuing South 75°15'30" West along said line, 91.23 feet to a point on a curve; thence 192.64 feet along said north line and along the arc of a curve to the right, having a radius of 1946.50 feet, the chord of which is South 78°05'37" West 192.56 feet to a point on a curve; thence 90.47 feet along the arc of a curve to the right, having a radius of 118.47 feet, the chord of which is North 53°22'55" East 88.28 feet; thence North 75°15'34" East 201.62 feet; thence South 14°44'30" East 42.42 feet to the point of beginning.

Also, commencing at the above described point of beginning; thence South 14°44'30" East 137.26 feet to the south line of said Watertown Plank Road and to the point of beginning of a second parcel described herein; thence South 14°44'30" East 38.24 feet; thence South 75°15'30" West 201.62 feet to a point on a curve; thence 94.57 feet along the arc of a curve to the right, having a radius of 107.25 feet, the chord of which is North 79°28'48" West 91.54 feet to the south line of Watertown Plank Road and to a point on a curve; thence 15.51 feet along said line and along the arc of a curve to the left, having a radius of 1412.92 feet, the chord of which is North 75°43'22" East 15.51 feet; thence North 75°24'30" East along said south line, 268.90 feet to the point of beginning of the herein described second parcel.

These parcels contain a total of **0.472 acres**, more or less.



CONC. MON  
W/ BRASS CAP

RONALD MCDONALD  
HOUSE

NORTHLINE, NE 1/4, SEC. 28

N87°51'11"E 1263.71' (MONUMENT TO R/W)

S14°44'30"E  
42.42'

R/W ACQUIRED  
BY DOT PROJECT  
1060-33-22

WATERTOWN PLANK ROAD

CURVE DATA  
L = 80.90'  
R = 1465.50'  
LC = 80.90'  
LCB = S 76°50'24" W

PROPOSED R/W  
EASEMENT

CURVE DATA  
L = 90.47'  
R = 118.47'  
LC = 88.28'  
LCB = N 53°22'55" E

R/W ACQUIRED  
BY DOT PROJECT  
1060-33-23

CURVE DATA  
L = 15.51'  
R = 1412.92'  
LC = 15.51'  
LCB = N 75°43'22" E

EXISTING  
WATERTOWN PLANK  
ROAD R/W

PROPOSED  
WALK

CURVE DATA  
L = 192.64'  
R = 1946.50'  
LC = 192.56'  
LCB = S 78°5'37" W

PROPOSED  
WALK

POB (2ND PARCEL)

S14°44'30"E  
38.24'

EXISTING  
WATERTOWN PLANK  
ROAD R/W

BLOOD  
CENTER  
OF  
WIS

CURVE DATA  
L = 94.57'  
R = 107.25'  
LC = 91.54'  
LCB = N 79°28'48" W

PARKING STRUCTURE

NW-NW

OF

WAUWATOSA

DATE APRIL 29, 2013

SCALE, FEET

0 50 100

CITY OF WAUWATOSA  
MILWAUKEE COUNTY

RONALD MCDONALD HOUSE PEDESTRIAN  
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(ITEM ) From the Interim Director, Facilities Management Division, Department of Administrative Services, requesting authorization to enter into an operating lease agreement with Interstate Parking, LLC, for the lease, operations, improvement, and maintenance of the County-owned parking lot located at 601 West State Street, Milwaukee, Wisconsin, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Facilities Management and Procurement staff of the Department of Administrative Services solicited a Request for Proposals (RFP) to lease the 1.89 acre County-owned parcel located at the southwest corner of North 6<sup>th</sup> and West State Streets in the City of Milwaukee; and

WHEREAS, the RFP process enabled County staff to obtain specific information about the vendor and their proposed management of the lot, which included vendor qualifications, compensations to Milwaukee County, property enhancements and maintenance, staffing allocation, and experience; and

WHEREAS, in response to the RFP, one vendor submission was received by Milwaukee County by the required deadline; and

WHEREAS, the submitted proposal from Interstate Parking Company, LLC, includes an annual \$300,000 payment to the County for years 1-3 (initial term) with two (2) twelve month extensions (if mutually agreeable by both parties) that includes an annual \$305,000 payment to the County; and

WHEREAS, property enhancements included improved parking lot lighting, conversion of current arm entry/exit from the lot to two (2) automated pay stations, 24/7 revenue enforcement services, and an efficient cost management approach that deposits receipts (after being audited) directly to Milwaukee County; and

WHEREAS, initial parking lot maintenance improvements include resurfacing the lot with parking stall stripping; and

WHEREAS, the experience of Interstate Parking is well documented in parking lot locations elsewhere here in the Milwaukee area as well as in the Midwest; and

WHEREAS, the current parking lot site serves both Milwaukee Area Technical College and Wisconsin Center District and will continue to do so under this proposed arrangement; now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes and directs the Director of the Department of Administrative Services, Corporation

APPROVED AS TO FORM  
 [Signature]  
 CORPORATION COUNSEL  
 6/20/2013

Counsel, and Risk Management to negotiate, prepare, review, approve, execute, and record all documents and perform all actions required to enter into an operating lease with Interstate Parking, LLC, for the lease, operations, improvement, and maintenance of the County-owned parking lot located at 601 West State Street, Milwaukee, Wisconsin.

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# MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** May 15, 2013

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** 6<sup>th</sup> & State Street Parking Lot Operations Lease Agreement

## FISCAL EFFECT:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required                                       | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
<b>Capital Improvement Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. The Interim Director of the Department of Administrative-Facilities Management Division (DAS) is requesting that the County Board approve a resolution to lease a 1.89 acre County-owned parcel located at the southwest corner of North 6<sup>th</sup> and West State Streets in the City of Milwaukee.

B. Direct costs are anticipated to be minimal as Lessee will be responsible for the maintenance and staffing for the parking lot.

C. The budgetary impact will be that a more consistent revenue for DAS-Facilities Management will be the direct result for leasing the parking lot located at 6<sup>th</sup> and State Street.

D. None.

Department/Prepared By Administrative Service-Facilities Management/Gary Waszak

Authorized Signature(s)  / 

Did DAS-Fiscal Staff Review? ☒ Yes ☐ No

Did CBDP Review?<sup>2</sup> ☐ Yes ☐ No ☒ Not Required

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.



13-508  
TPWT

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

**Referred**

**MAY 23 2013**

**DATE:** May 3, 2013

**TO:** Supervisor Marina Dimitrijevic, Chairwoman County Board of Supervisors **County Board  
Chair**

**FROM:** Gary Waszak, Interim Director, Dept. of Administrative Services-Facilities Management

**SUBJECT:** 6<sup>th</sup> and State Street Parking Lease

**POLICY**

The Director of the Department of Administrative Services (DAS) is requesting that the County Board approve a resolution to lease a 1.89 acre County-owned parcel located at the southwest corner of North 6<sup>th</sup> and West State Streets in the City of Milwaukee.

**BACKGROUND**

Beginning in January 2013 DAS – Facilities Management and DAS – Procurement began working jointly to develop a Request for Proposal (RFP) for Parking Lease and Parking Lot Operation at 601 W. State Street. The need to pursue a lease/lot operation of the site was a compilation of entry gate mechanical breakdowns, security issues due to Facilities Management staff needing to manually collect cash receipts daily and maintenance and repair of the parking lot. It was determined that an outside vendor familiar with 24/7 parking lot operation would be better suited to handle the day to day operation.

The RFP submittals were due February 21, 2013. This process enabled County staff to obtain specific information about the vendor and proposed management of the lot. Such information included vendor qualifications, revenue to Milwaukee County, property enhancements and maintenance, staffing allocation and experience.

In response to the RFP, Interstate Parking Company (IPC), LLC submitted a proposal to Milwaukee County by the required deadline. The initial term of the proposed agreement is for three (3) years with two (2) additional twelve (12) month extensions. The extensions must be mutually agreeable to both parties. The County will receive a minimum of \$300,000 annually for the first three years and \$305,000 in each of the extension years. Should IPC's annual gross revenue be more than \$350,000, the County will be paid an additional 10% of the \$350,000 in gross revenue. Currently, the County is generating net revenue of approximately \$292,000 annually, based on a 3-year average (2010-2012). However, net revenue has been declining over the last three years with a 2012 actual net revenue of approximately \$264,000.

Property enhancements include improved parking lot lighting, conversion of current gate arm entry/exit on the lot to two (2) automated pay stations, 24/7 revenue enforcement services and an efficient cost management approach that deposits receipts (after being audited) directly to Milwaukee County. Initial parking lot maintenance improvements include resurfacing the lot with parking stall stripping.

The experience of IPC is well documented in the Milwaukee area as well as in the Midwest. The current parking lot site serves both MATC and the Wisconsin Center District and will continue to do so under this proposed arrangement.

#### RECOMMENDATION

The Director of the Department of Administrative Services (DAS) recommends authorization for DAS, Corporation Counsel, the Risk Manager and other appropriate County officials to review, approve and execute and record all documents and perform all actions required to enter into a lease agreement with Interstate Parking Company, LLC for three (3) years with two (2) additional twelve (12) month extensions under the terms and condition described above.



Gary Waszak, Interim Director  
DAS-Facilities Mgt



Patrick Lee, Director  
DAS-Procurement

Attachments:

1. Request for Proposal
2. Interstate Parking Company, LLC Lease Proposal
3. Agreement between DAS Facilities Management and Interstate Parking Company, LLC

cc: Chris Abele, County Executive  
Michael Mayo Sr., Chairman, TPW Cmte  
Kelly Bablitch, Chief of Staff, County Board  
Gary Waszak, Interim Director, DAS-Facilities Management Division  
Josh Fudge, Interim Fiscal and Budget Administrator, DAS  
Vincent Masterson, Fiscal & Strategic Asset Coordinator, DAS Fiscal  
Stephanie Gulizia, Contract Administrator, DAS - Procurement

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** June 17, 2013

**TO:** Supervisor Michael Mayo, Sr., Chairperson, Transportation, Public Works Committee

**FROM:** Gregory High, Director, AE&ES Section, Facilities Management Division, Department of Administrative Services

**SUBJECT:** **Adopted Capital Project WP191 Moody Pool Renovation - Informational Report**

**BACKGROUND**

As a part of the Adopted 2013 Capital Improvements budget, the project Moody Pool Renovations (WP191) was allocated a budget of \$2,038,622. The scope of work includes demolition of the existing indoor pool structure and wading pool, addition of an outdoor splash pad, a small playground, a 3000 square foot community building, and open air picnic structure, lighted park walks, a Helios exercise station, reconstructed parking lots and basketball courts, vegetative planting buffers and improved green space for gatherings, field sports and community gardens.

During 2011, the County filed an insurance claim in order to repair vandalism damage to the existing building. The claim settlement provided the County with a \$418,438 settlement to repair the damages sustained from the vandalism in the event the building would have been renovated. Subsequently, the County decided not to renovate the existing building but demolish it instead. The claim proceeds have been applied to the project to allow for immediate demolition of the building. This demolition work should be complete by July 2013. The remaining scope of work above is currently being designed for a formal bid process. The current schedule calls for the start of construction in October of this year with completion of the project in May of 2014.

As a part of the insurance claim process, the County is responsible for a \$75,000 deductible amount. After review of the issue with staff from the Office of the Comptroller, the use of project funds to finance the deductible amount was found to be appropriate. The initial opinion of the Office of the Comptroller was that the project budget should be reduced by the amount of the insurance payment. However, until a more detailed cost estimate is developed, the project team is recommending the current funding remain in place. Any surplus appropriations available upon completion of the project will be lapsed at year-end.

Supervisor Michael Mayo

Page 2

Date: June 17, 2013

Prepared by: Gregory G. High

Approved by:



Gregory G. High, P.E., Director  
AE&ES Section, DAS-FM Division  
Department of Administrative Services

GGH:

Attachment – 2013 Adopted Budget Narrative

cc: Chris Abele, Milwaukee County Executive  
Amber Moreen, Chief of Staff, County Executive's Office  
Supervisor Willie Johnson Jr., Chairperson, Finance, Personnel and Audit Committee  
Supervisor David Cullen, Co-Chairperson, Finance, Personnel and Audit Committee  
Kelly Bablitch, Chief of Staff, County Board  
Don Tyler, Director, Department of Administrative Services  
Josh Fudge, Interim Fiscal & Budget Director, DAS  
Vincent Masterson, Administration & Fiscal Affairs Division, DAS  
Scott Manske, County Comptroller  
Pam Bryant, Capital Finance Manager, Comptroller Office

## 2013 ADOPTED CAPITAL IMPROVEMENT MILWAUKEE COUNTY

### **WP191 Moody Pool Renovations**

A change in scope for Project WP191 Moody Pool Renovations is being included as part of the 2013 Capital Improvements Budget. The revised scope of the project has a total estimated cost of \$2,038,622. The decrease cost allows for \$2,959,920 of general obligation bonds that were appropriated to the project in 2011 to be reallocated to other capital projects.

The 2011 Adopted Capital Improvements Budget included an appropriation of \$5,008,380 for the refurbishment of Moody Pool. The original scope of work included the renovation of the existing structure and the restoration of the site. In addition, the patio and the wading pool were to be restored. Also, a new sound system, bleachers, and lockers were to be installed. Finally, a sauna and steam room was to be added and new pool equipment was to be purchased.

The new scope of work will include the demolition of the indoor pool structure and adjacent wading pool. After demolition is complete the following amenities will be installed: an outdoor splash pad with a small playground, a 3000 square foot community building, an open air picnic structure, lit parkways, a Helios exercise station, and improved green space for gatherings and field sports. The project will also include reconstruction of the parking lot and relocation of the lit basketball courts. Plantings will also be provided to buffer active areas in the park from abutting neighbors and space will be set aside for a community garden. The connections to both the Auer Avenue School and the COA Goldin Center will be improved, while access to parking will be moved from the adjacent alley to increase visibility.

Any surplus appropriations available upon completion of an approved project must be lapsed at year-end. Surplus appropriation shall not be used to expand an approved project scope without the approval of the County Board of Supervisors and the County Executive.

### **Staffing Plan**

DAS – Facilities Management Division staff will be responsible for overall project management. Specialized consultants will be retained as needed.

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

Date: June 14, 2013

To: Supervisor Michael Mayo, Sr., Chairman, Transportation, Public Works and Transit Committee

From: Brian Dranzik, Director, Department of Transportation

Subject: Congestion Mitigation Air Quality (CMAQ) Grants Submitted by the Department of Transportation

**POLICY**

This report is informational.

**BACKGROUND**

In April of 2013, the State of Wisconsin Department of Transportation (WisDOT) provided updated application guidance and notice of the 2014 to 2018 CMAQ program. Milwaukee County has successfully applied for, and received, CMAQ grants in the past for various transit and transportation services related projects. The Department of Transportation has submitted ten CMAQ applications, six for transit and four for transportation services related projects prior to the June 14, 2013 deadline. These ten projects have been chosen based on their eligibility for CMAQ program funding.

It should be noted that the Milwaukee Urbanized Area is now in attainment with federal air quality standards. For the 2014 to 2018 funding program, the Federal Highway Administration (FHWA) has clarified that CMAQ funding must be utilized only in Wisconsin counties that are currently or historic non-attainment or maintenance areas.

The listing of projects is as follows:

**Transit Projects**

- Green Line (Bayshore to Airport) third year of funding requested
- Blue Line (Fond du Lac Ave. to National Ave.) third year of funding requested
- Red Line (Capital Avenue) third year of funding requested
- Route 27 Express Bus (27<sup>th</sup> Street) – New Express Bus Route
- Route 10/30 Express Bus (Wisconsin Avenue to UWM) – New Express Bus Route
- Bus Replacement – Funding requested beginning in 2015 for bus replacement through 2018.

**Transportation Service Projects**

- Rawson Avenue at Forest Home Avenue – adding a left turn lane
- Beloit Road at 112<sup>th</sup> Street – adding turning lanes to improve traffic movement.
- Good Hope Road from 99<sup>th</sup> to Port Washington Road – adaptive traffic signal system
- South 76<sup>th</sup> Street and West Layton Avenue – adaptive traffic signal system

The County's current request exceeds the amount of program dollars available within the CMAQ program; therefore, it is highly unlikely that all projects will receive funding. Consistent with past practice, once the Department is made aware of selected projects by WisDOT, a report and resolution will be provided requesting acceptance of the awarded projects. The acceptance will not bind the county financially; all project funding will be done in the appropriate budget, or by fund transfer process. The Department expects to be notification of selected projects later in the year.

**RECOMMENDATION**

No recommendation is required at this time.

Prepared by: Brian Dranzik, Director

Approved by:

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Brian Dranzik, Director of Transportation

Cc: Chris Abele, County Executive  
Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors  
Amber Moreen, County Executive Chief of Staff  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

Date: June 14, 2013

To: Chris Abele, County Executive  
Marina Dimitrijevic, Chairwoman County Board of Supervisors

From: Brian Dranzik, Director of Transportation

Subject: **NOTIFICATION OF EMERGENCY REPAIR PURSUANT TO  
MILWAUKEE COUNTY ORDINANCE SECTION 44.14 (4) –  
Stormwater Pumping Station - W. Rawson Ave., west of S. 6<sup>th</sup> St.**

**Policy Issue**

Section 44.14 (4) of the Milwaukee County Code of Ordinances allows, in the event of any emergency where immediate action is necessary to preserve property, that the Director of Transportation is authorized to take action to construct or repair, provided that a report is submitted thereon to the County Executive and County Board within seventy-two (72) hours. Pursuant to the above, the Department of Transportation (DOT) and the Department of Administration Architectural and Engineering (DAS –A&E) are proceeding with Emergency Work to remediate a safety issue regarding the stormwater pumping station at the railroad crossing over West Rawson Ave. just west of S. 6<sup>th</sup> St.

**Background**

There is a stormwater pumping station adjacent to the railroad tracks and railroad overpass of W. Rawson Ave. just west of S. 6<sup>th</sup> St. The pumping station is designed to provide continuous monitoring of the stormwater levels in the catch basins and to provide continuous pumping to stop any flooding of this low elevation roadway. Without stormwater pumping, water levels could reach several feet or more thus requiring a road closure along W. Rawson Ave. The pumping station contains two motors and two pumps that act as a redundant system to provide back-up coverage in case either would fail.

In December, 2012 the pumps and motors failed and were out for four days, DOT maintenance crews had to manually pump the stormwater until the pumping station motors and pumps could be repaired. The estimated cost for the manually pumping alone was over \$20,000. Through the winter of 2012 and spring season of 2013 both pumps and motors have been repaired or replaced. WeEnergies has also advised of electrical issues that need repair associated with the needed repairs to the pumping station. Due to the stress put on the system from the wetter than normal spring, DOT is concerned the pump will fail either prior to, or during, the winter. Currently, only one pump is working and it is providing a stressed load on the motor running it.

The DOT and DAS-A&E included the pumping station reconstruction in the 2014 capital budget request. It has been determined that the status of the pumping station constitutes an emergency and must be designed and constructed this year. DAS-Fiscal anticipates providing a fund for this project in the July committee cycle from unspent



bonds. If this financing option is unavailable a request may be made for an appropriation from contingency.

The following concerns have led to the conclusion of the emergency repair:

- When the pump fails, maintenance crews are sent to use a generator and trailer pump to keep the roadway from flooding.
- Performing this work manually is a safety concern in that the discharge manhole is adjacent to active railroad tracks at the top of a steep hill. Winter conditions add to the safety concerns.
- The operating budget has not anticipated the increased time needed for the work thus taking away from other duties.
- Fall of 2013 will present continued problems as rainfall events increase.
- Freezing in the winter season will require additional salting and a need to monitor 24/7.
- If the basins freeze, the roadway could require complete closure hampering police and fire protection from either side of the underpass. A fire station is located on the west side of the underpass.
- Dedicating staff to monitor or perform pumping during winter will take them away from winter operations.
- Even with a refurbished or repaired pump, there would be no back-up if it failed other than our maintenance forces once again.

DOT in conjunction with DAS-A&E is proceeding immediately with expedited design and construction to replace the pumping station before winter season to remediate safety issues. In order to perform this work within this expedited schedule, DAS-A&E is contracting with a qualified engineering and architectural consulting firm using the Annual Consultant contract process. The construction contract will be competitively bid with a November 1, 2013 completion date. A DBE participation goal of 25% and a Residency goal of 50% will be established.

### **Fiscal Note**

The estimated cost for the replacement of the pumping station is approximately \$350,000.

Prepared by: Clark Wantoch

Approved by:

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Brian Dranzik, Director of Transportation

cc:

Amber Moreen, Chief of Staff, County Executive's Office  
Michael Mayo Sr., Chair, Transportation, Public Works and Transit Committee  
Willie Johnson, Jr., Co-Chair, Finance, Personnel, and Audit Committee

Chris Abele, County Executive  
Marina Dimitrijevic, Chairwoman County Board of Supervisors  
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David Cullen, Co-Chair, Finance, Personnel, and Audit Committee  
Patricia Jursik, Supervisor, 8th District  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Scott Manske, Comptroller  
Pam Bryant, Capital Finance Manager, Office of the Comptroller  
Josh Fudge, Interim, Fiscal and Budget Administrator, DAS  
Vince Masterson, Strategic Asset Coordinator, DAS  
James Martin, Director of Operations, DOT  
Clark Wantoch, Director, Highway Operations, DOT

**MILWAUKEE COUNTY**  
**INTER-OFFICE COMMUNICATION**

**DATE:** June 12, 2013

**TO:** Supervisor Michael Mayo, Sr., Chairperson, Transportation, Public Works and Transit Committee

**FROM:** Brian Dranzik, Director, Department of Transportation

**SUBJECT: INFORMATIONAL REPORT:** Summary of Fund Transfers for Consideration at the July 2013 Meeting of the Committee on Finance, Personnel and Audit

<u>Description:</u>	<u>Amount:</u>
1. DOT – Transportation Services (Highways Capital)	\$330,000

The Director of the Milwaukee County Department of Transportation (MCDOT) is requesting an appropriation transfer to increase expenditure authority by \$330,000 for capital improvement project WHXXX (NEW- Project Number to be Assigned by DAS Fiscal Affairs) – Diamond Grinding on E. Layton Ave. from S. Howell Ave. to Interstate 794. \$300,000 of State revenue is available to cover the cost of this project with the remaining \$30,000 of the County share to be funded using surplus expenditure authority from capital improvement project WO870 County Special Assessments.

This project will provide for the design and construction phases necessary to complete a specialized grinding and conditioning of the roadway surface to improve its use by the traveling public.

1699 R4E		APPROPRIATION TRANSFER REQUEST		FISCAL YEAR	DEPT NO.	INSTRUCTIONS: REFER TO MILW COUNTY ADMINISTRATIVE MANUAL SECTION 4.05 FOR INSTRUCTIONS ON PREPARING THIS FORM
MILWAUKEE COUNTY				2013	1200	
DEPARTMENT NAME						

DOT - Transportation Svcs Capital (WH Capital)						
Were Appropriations Requested Below Denied For The Current Budget?				Yes	No	X
ACCOUNT DISTRIBUTION						
Line No.	Fund	Agency	Org. Unit	Revenue/ Object	Activity	Project
TO (Credit)	1	1200	120	1200	9706	WHXXXXX1 Prof Serv Div Services
	2	1200	120	1200	8530	WHXXXXX2 Rdway Plan and Const - CAP
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					

				TO TOTALS (Credit)			\$	330,000.00	\$
FROM (Debit)	1	1850	120	1850	9706	WO870011 Prof Serv Div Services	\$	30,000.00	
	2	1200	120	1200	2299	WHXXXXX2 Other State Grants & Reimb	\$	300,000.00	
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
	16								
	17								
	18								
	19								
	20								
				TO TOTALS (DEBIT)			\$	330,000.00	

# EXPLANATION

An appropriation transfer of \$330,000 is requested by the Director of the Department of Transportation to increase expenditure authority for capital improvement project WHXXXXX1/2 (NEW) to fund design and construction of a concrete grinding project that will correct deficiencies in the surface of the roadway along E. Layton Avenue from S. Howell Avenue to Interstate 794 (I-794). This \$330,000 expenditure increase is offset by 1) \$300,000 of anticipated state revenue and 2) \$30,000 of the Milwaukee County share which is funded from surplus expenditure authority in capital improvement project WO870 Special Assessments.

Several complaints have been received by the Milwaukee County Department of Transportation (MCDOT) concerning the condition of the roadway surface along E. Layton Ave. from S. Howell Ave to I-794 and its impact upon traveling motorists. A permanent improvement to this segment of roadway is tentatively planned for 2015 at the earliest. This roadway was used by the Wisconsin Department of Transportation (WisDOT) as a detour route during construction of the I-94 North-South project and is currently being used as an alternative detour route for the Interstate 43 (I-43) bridge replacement project. The heavier than normal use of this roadway has contributed to an accelerated deterioration of the roadway surface, which needs to be repaired.

MCDOT approached WisDOT requesting consideration of a project to address the deteriorated roadway surface until such time that a more permanent fix can take place. In reviewing the alternatives, WisDOT has agreed to fund the construction of a grinding of the concrete pavement within the travel lanes of E. Layton Ave. from S. Howell Ave. to I-794. Milwaukee County will be responsible for funding the design phase of this roadway improvement project estimated at \$30,000. The remaining cost for the construction phase, which is estimated at \$300,000 and will be funded entirely by WisDOT.

Approval of this appropriation transfer has no property tax levy impact.

*Clark A. Wantoch*  
Clark Wantoch, Director of Highway Operations

TYPE OF TRANSFER		TRANSFER NO.	
AP	EB	RB	
IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH ADDITIONAL PAGES			
DATE OF REQUEST		SIGNATURE OF DEPARTMENT HEAD	
6/12/2013			
		TITLE	
		Director - Department of Transportation	
A		Dept. of Administration	County Executive
c			Finance Committee
f			County Board
i			
o			
n			
DATE			
APPROVE			
DISAPPROVE			
MODIFY			